

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice NAP-68

For: State and County Offices

Noninsured Crop Disaster Assistance Program (NAP) Training

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

A NAP training session has been scheduled in Houston, Texas for October 21 through October 23, 2003. Policy and procedure including software applications will be covered.

B Purpose

This notice provides:

- the scheduled dates and times of the training session
- information about hotel accommodations and transportation
- travel authorization for the attendees from each State
- the authorized number of participants for each State (Exhibit 1).

Note: Members of the National NAP Task Force are authorized to attend.

The authorized number of participants for each State in Exhibit 1:

- shall include at least 1 County Office employee
- does **not** include SED's who choose to attend
- does not include members of the National NAP Task Force.

Disposal Date

March 1, 2004

Distribution

State Offices; State Offices relay to County
Offices

2 Registration and Training Schedule

A Training Dates

Registration for the training session will be on Monday, October 20, 2003, from 4 p.m. until 6 p.m. and on Tuesday, October 21, 2003, beginning at 7 a.m. The training session will:

- begin on Tuesday, October 21, 2003, at 8:30 a.m.
- end on Thursday, October 23, 2003, at 4:30 p.m..

3 Hotel and Travel Authorization Information

A Hotel Information

Participants shall make their own hotel reservations directly with The Westin Galleria Hotel. Participants may call 800-228-3000 or they may call the hotel directly at 713-960-8100. The hotel reservation cut-off date is Monday October 13, 2003.

Note: Participants shall identify themselves as an attendee of the U.S. Department of Agriculture - NAP Meeting. All reservations should be confirmed immediately upon receipt of this notice, but no later than October 13, 2003. Participants must also have their Government credit card and a copy of their travel authorization to receive the Government rate.

The guest room rate:

- will be \$87, plus tax, for a single room each night
- must be guaranteed for late arrival (after 6 p.m.) by using a credit card.

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

B Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. Per diem for Houston, TX is \$134 a day (\$87 for lodging and \$47 for M&IE).

Participants shall make their own travel arrangements as soon as possible using the most efficient means of transportation.

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3 Hotel and Travel Authorization Information (Continued)

C Airport Transportation

Express Shuttle U.S.A. offers services from both George Bush Intercontinental and William P. Hobby Airports. Shuttles run every 30 minutes. Fares from:

- George Bush Intercontinental Airport are \$20 one-way/\$36 round trip
- William P. Hobby Airport are \$15 one-way/\$26 round trip.

An average trip is about 45 minutes to 1 hour to downtown. The telephone number for Express Shuttle U.S.A. is 713-523-8888.

D Training Materials

A package of training materials will be provided to each participant at the NAP training session.

Note: Participants shall bring:

- **calculators for conducting yield exercises**
- shipping materials (labels, account numbers, tape, boxes, etc.) if they plan on mailing training manuals back to their States.

4 Action

A State Office Action

State Offices shall take the following action:

- by 12 noon e.s.t. Wednesday, October 8, 2003, FAX a list of attendees to PECD, Noninsured Assistance Program Branch at 202-690-3646
- have each participant make a reservation with The Westin Galleria Hotel upon receipt of this notice
- have participants fill out SF-182 for State Office records
- contact DAFO with any questions or the need for accommodation, such as a sign language interpreter.

4 Action (Continued)

B Documenting Training

Participants or your State Training Officer shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020027 and the session number is 0002.

Direct questions about processing in ICAMS to your State Training Coordinator.

C Reasonable Accommodations

Notify the airlines and the hotel of any accommodations that are necessary.

Persons with disabilities who require who require accommodations to attend or participate in this training should contact Linda Cronin at 202-720-7228 or by e-mail at **Linda_Cronin@wdc.usda.gov**.

D Additional Information or Assistance

For additional information about training, contact Mike Sienkiewicz at 202-720-8959

Number of State Participants

State	Number of Authorized Participants
Alabama	3
Alaska	2
Arizona	2
Arkansas	3
California	5
Colorado	3
Connecticut	2
Delaware	2
Florida	3
Georgia	3
Hawaii	2
Idaho	3
Illinois	3
Indiana	3
Iowa	4
Kansas	4
Kentucky	3
Louisiana	3
Maine	2
Maryland	2
Massachusetts	2
Michigan	3
Minnesota	3
Mississippi	3
Missouri	3
Montana	3
Nebraska	3
Nevada	2
New Jersey	2
New Mexico	3

Number of State Participants (Continued)

State	Number of Authorized Participants
New York	3
New Hampshire	2
North Dakota	3
North Carolina	3
Ohio	3
Oklahoma	4
Oregon	3
Pennsylvania	3
Puerto Rico	2
Rhode Island	2
South Dakota	3
South Carolina	3
Tennessee	4
Texas	6
Utah	2
Vermont	2
Virginia	3
Washington	3
West Virginia	2
Wisconsin	3
Wyoming	3
Total	146